



Griffin

Training

Solutions for a modern
workforce



**Time
Management
Training
Course**

LoCall 1890 454 454
www.griffin.ie

E&OE



Time Management Training Course

In today's world time is a valuable commodity. That's why your organisation needs the best time management training money can buy.

Productivity, effectiveness and ultimately success all hinge on the same factor: time management. With more and more demands being placed on employees, the employee who can manage time most effectively will always be the most successful. Employees who manage their time effectively, save their employers money, give a more valuable service, all without being a burden on their workplace. Our time management courses can help those who wish to gain the most from their valuable time and improve every aspect of their lives.

Objectives:

- To gain an understanding of effective time management
- To gain the skills necessary to priorities
- To gain the knowledge and skills necessary to develop schedules
- To gain the ability to create realistic goals
- To gain the skills necessary to stick to a schedule

Content:

- The Importance of Effective Time Management
- Prioritise, Knowing What's Important
- How is Time Misspent
- Spend Time Effectively
- Developing a Schedule
- First Things First
- Getting It Done
- Defeating Procrastination
- Planning Ahead
- The Art of Delegation and Planning in the Workplace



LoCall 1890 454 454
www.griffin.ie



About Us

Griffin Training believes that ongoing training should be an essential part to of every modern business. One of the greatest assets an organisation has is its workforce and investing in it makes good business sense. Only through constant training and development can people be sure that they have the best human resources and skills available.

We focus on three primary areas:

1) *Quality*

All our trainers are educated to at least Master's Degree level. They are experienced presenters and experts in their chosen fields. They have experience in developing training courses, presenting seminars, one-on-one training, facilitation, mediation and are up-to-date with the latest research methods. We design our courses using the best research techniques, the latest information available and industry feedback. We go to great lengths to investigate the implications of our courses, and are in-line with both Irish and international training trends.

2) *Convenience & Flexibility*

- All our courses are customisable at no additional cost
- We require **No Minimum** numbers
- No pre-determined dates or times
- All course durations are flexible to suit you
- Train on-site or at one of our facilities around the country

3) *Cost effectiveness*

- We guarantee a cost effective service that is better than our competitors
- We offer Group Discounts
- We offer Non-Profit/Charity Discounts

We go to you or you can come to us.

Convenient City Centre Location

Further information:

Address: 88 Capel Street, Dublin 1.

Tel: LoCall 1890 454 454

E-mail: info@griffin.ie

E&OE



LoCall 1890 454 454
www.griffin.ie



Compare Us

Solutions for a modern workforce

Contemporary Training

- Require Minimum Numbers
- Inflexible
- Expensive
- Only Off-Site Training
- Set Course Contents & Lengths
- Set Dates and Times
- Not Directly Relevant
- Loss of Staff Productivity
- No Guarantee

Griffin Training

- No Minimum Numbers
- Flexible Options
- Guaranteed Cost-Effectiveness
- On or Off-Site Training
- You Choose Contents & Length
- You Choose Dates and Times
- Courses Are Directly Relevant To You
- Staff Can Be Trained While They Work
- We Guarantee You Will Be Satisfied



LoCall 1890 454 454
www.griffin.ie